PENNSYLVANIA STORMREADY® BUSINESS APPLICATION

and Instructions

PENNSYLVANIA STORMREADY BUSINESS APPLICATION and INSTRUCTIONS

OVERVIEW:

The StormReady Business recognition and certification program in Pennsylvania was developed in conjunction with the National Weather Service (NWS) and the Pennsylvania Emergency Management Agency (PEMA). The Business StormReady Program was developed primarily for larger commercial facilities within the Commonwealth, which employ a significant number of workers, or who are visited by a significant number of customers. In these situations, pro-active businesses working with the NWS and PEMA, along with their County and Local Emergency Management officials and response organizations, can develop safety procedures dealing with severe local weather conditions, to help mitigate threats to employees and customers.

As such, the StormReady Business recognition and certification process in Pennsylvania was designed for those commercial entities that routinely have 500 or more employees and/or customers on site at any one time. Exceptions, however, can be made to these numbers as deemed appropriate by the Pennsylvania StormReady Board. In addition, special provisions may be required based on the type of organization applying to become StormReady as agreed upon by the NWS and PEMA.

An application is attached to this instruction package. To begin the StormReady certification process, or to ask any questions, you are strongly encouraged to contact your local NWS office.

> For Western Pennsylvania go to weather.gov/pittsburgh
>   Note: for Erie and Crawford Counties only, go to weather.gov/cleveland
> For Central Pennsylvania go to weather.gov/statecollege
> For Southeastern Pennsylvania, go to weather.gov/philadelphia
> For Northeast Pennsylvania, go to weather.gov/binghamton

On the home pages for the sites, click on the link in the lower left portion of the page below the "Contact Us" tag. Inform the office that your business would like to start the certification process for StormReady. You will be contacted by a NWS representative to start your business in the process, and work with you.

APPLICATION:

On the following three pages is the actual StormReady Business Application. Following the application are several more pages of detailed instructions to help guide you in filling out the application and becoming StormReady. *As mentioned above, it is strongly encouraged that you work with your local NWS office while going through the StormReady application.* Since there are a variety of business types and facilities that exist, some discretion may be needed during the application process. The NWS representative working with you will indicate any additional requirements or make any clarifications as applicable.

NATIONAL WEATHER SERVICE
PENNSYLVANIA

BUSINESS - StormReady APPLICATION

Applicant: _____ County/Municipality: _____

Contact (s): _____ Title(s): _____

Address: _____

Phone: _____ Email _____

PROVIDE A COPY OF THIS APPLICATION TO YOUR LOCAL AND COUNTY EMERGENCY MANAGEMENT COORDINATOR

Criteria   **Complete**

**SECTION 1 – COMMUNICATIONS**	
1-1	Established 24-Hour Emergency Notification Plan	
1-2	Established Operations Center during emergencies	
1-3	NOAA Weather Radio All Hazards in Operations Center and throughout critical business locations Number of NOAA Weather radios:	
1-4	Redundant communication methods with Municipal and County Emergency Management Agencies (circle all that apply): Radio – Telephone – Fax – Internet – Pager - Other:	
1-5	Access to NWS radar in Operations Center	
**SECTION 2 – RECEPTION OF NWS INFORMATION**	
2-1	Methods to receive NWS Messages / Watches / Warnings --- Check all that apply: [Indicate primary (P) or secondary (S)] _____ NOAA Radio (P/S) _____ Internet (P/S) _____ Pager (P/S) _____ Cell Phone (P/S) _____ Scanner (P/S) _____ TV/Cable (P/S) _____ Other (P/S) : _____	
2-2	Methods during Off Duty Hours:	
**SECTION 3 – MONITORING OF LOCAL WEATHER CONDITION METHODS**	
3-1	Check all that apply: _____ Rain Gauge _____ Stream Gauge _____ Wind Gage _____ Lightning Detection _____ Internet _____ Trained Observers _____ Other: _____	
3-2	Monitoring During Off Duty Hours:	

	SECTION 4 – DISSEMINATION OF WARNINGS TO EMPLOYEES/CUSTOMERS	
4-1	Check all that apply: ____ Siren ____ Emergency Vehicle ____ PA System ____ Pager ____ Other: _____	

	SECTION 5 – BUSINESS PREPAREDNESS	
5-1	Safety Manager **and** Alternate attended NWS SKYWARN class within past two years	*
5-2	24 hour Emergency Contact List up-to-date within one year of certification Date:	
	Safety Manager **and** Alternate have completed the following FEMA courses:	
5-3	• Emergency Manager: An Orientation to the Position, IS-1	*
5-4	• Introduction to Incident Command, IS-100	*
5-5	• An Introduction to the National Incident Management System, NIMS, IS-700	*
5-6	• Hazardous Weather Course (on-line), IS-271	*
5-7	Facility conducts annual Weather Safety Awareness Training with employees	*

	SECTION 6 – ADMINISTRATIVE	
6-1	"All Hazards Emergency Operations/Action Plan" or equivalent current (within two years) Date:	*
6-2	"All Hazards Emergency Operations/Action Plan" or equivalent includes contact Names and Phone Numbers for: County EMA, Municipal EMC, NWS	
6-3	"All Hazards Emergency Operations/Action Plan" or equivalent has been exercised within the last three years Date:	
6-4	"Evacuation Plan" is current (within two years) Date:	
6-5	"Emergency Operations Resource Manual" or equivalent up to date (within two years) Date:	

6-6	All emergency plans coordinated with first responders and municipal/county Emergency Management Agencies (list):
	
	   FIRE ☐ POLICE ☐ EMS ☐
	          County EMA ☐ Municipal EMA ☐
		*

6-7	Business has advised municipal/county Emergency Management Coordinator (EMC), in writing, of intent to become StormReady. Date:	*
6-8	Safety Manager/Alternate has conducted one visit to the closest NWS within the last two years. Date:	
6-9	NWS and PEMA Area StormReady Board Member have toured the facility before StormReady declaration has been made. Date:	
6-10	Safety Manager and Alternate have conducted a tour of facility with first responders . Date:	*

	SECTION 7 - FACILITY INFORMATION		
7-1	Average Number of Employees on site at any one time:		
7-2	Average Number of Customers / Visitors on site at any one time:		
7-3	Approximate size of Facility:		(sq ft / acres)
7-4	Number of Permanent Structures at Facility:		
	SECTION 8 – OTHER		
8-1	List any other Unique requirements (attach any additional documentation as needed)		
	*		
	*		
	*		
	*		

***Attach Copies of Supporting Documentation**

Signature: _____ (Applicant) Date: _____ (Of Application)

Signature: _____ (NWS Approving Official)   Date: _____ (StormReady Certified)

INSTRUCTIONS:

Section 1: <u>COMMUNICATIONS</u>

- 1-1…Established 24-hour emergency notification plan needs to be in place.

- 1-2…Plans to set up an Operations Center need to be in place for emergencies.

- 1-3…Several NOAA All Hazard radios need to be in place with a minimum of:

  - ➢ One for the Operations Center
  - ➢ One for each "critical" business location

- 1-4…At least two (one primary and one redundant) communications method needs to be in place to contact Local and County Emergency Management.

- 1-5…Some access to NWS radar and products needs to be available in Operations Center (internet most likely method).

Section 2: <u>RECEPTION OF NWS INFORMATION</u>

- 2-1…At least one Primary and one Secondary method needs to be in place to receive NWS Watches, Warnings and Messages.

- 2-2…One off-hours method to receive NWS Watches, Warnings and Messages should be in place if facility is occupied after normal business hours.

Section 3: <u>MONITORING OF LOCAL WEATHER CONDITIONS</u>

- 3-1…As applicable, monitoring of critical weather elements should be available on site. Requirements will be made on a case-by-case basis.

- 3-2…Off duty monitoring of critical weather elements is suggested, but not a requirement if facility is not open or occupied. However, if occupied during non-routine business hours, criteria set in 3-1 above would apply.

Section 4: <u>DISSEMINATION OF WARNINGS TO EMPLOYEES AND CUSTOMERS</u>

- 4-1…At least one primary and one secondary method of dissemination of Warnings to Employees and Customers is required.

  ➢ Provide a checklist of actions taken when a weather emergency occurs.

Section 5: <u>BUSINESS PREPAREDNESS</u>

- 5-1…Skywarn class attendance by Safety Manager and Alternate is required. Check with local NWS office for class dates, times and locations. For documentation, provide a copy of the SKYWARN Training card which was issued after training. If that card is not available, contact your local NWS office to obtain written verification of attendance.

- 5-2…Inspection will ensure that 24-hour contact list is in place and current, within one year of StormReady Certification date.

- 5-3…Safety Manager and Alternate have completed this course and provided a copy of their certificates.

- 5-4… Safety Manager and Alternate have completed this course and provided a copy of their certificates.

- 5-5… Safety Manager and Alternate have completed this course and provided a copy of their certificates.

- 5-6… Safety Manager and Alternate have completed this course and provided a copy of their certificates.

Section 6: <u>ADMINISTRATIVE</u>

- 6-1…All Hazards Emergency Operations/Action Plan" or equivalent current (within two years). (NOTE: Documentation required for submission would be the Signature/Date page from the Emergency Operations/Action Plan).

  ➢ Existing Emergency Operations / Action Plan or equivalent has been developed, and is current (updated within the past two years) and at a minimum includes the following:
    o Include the facility(s) plan street addresses. (I.e. factory, corporation, district/regional offices, etc.)
    o State the size and location of your facility in acres and the number, general size, and use of each of the buildings, structures, etc.

- State the number of customers and employees normally on hand, and any scheduled daily differences in population.
- State the number of people and uses of your facility during weekends and evenings, if appropriate.
- Describe the chain of command for emergency actions in your facility(s).
- Identify the location and function of your primary and alternate on-site Command Posts/Emergency Operations Center to include layout, staffing, displays, etc.
- Identify persons, by title and agency, that will be notified during emergencies.
- Describe how logistical support will be provided for the emergency response if facilities are affected including food, water, lighting, fuel, etc.
- Describe any actions planned to protect essential personnel, families, equipment and resources during disaster situations.
- Describe the actions to assure that all employees and customers/residents understand the warning signals and know what to do in an emergency.
- Describe the actions to assure that all individuals that utilize the facility after normal hours understand the warning signals and know what to do in an emergency.
- Describe the dissemination of emergency information for any visually and hearing impaired, low literacy, or non-English speaking persons.
- Describe any role or agreement the business has in the municipal or county emergency operations plan, or other agencies/organizations plans.
- Emergency Operations / Action Plan should contain language to ensure a prompt notification process is in place to contact the National Weather Service when damaging/severe weather occurs at the facility.

- 6-2…"All Hazards Emergency Operations/Action Plan" or equivalent includes contact names and phone numbers for: County EMA, Local/Municipal EMC, NWS

- 6-3… "All Hazards Emergency Operations / Action Plan" or equivalent has been exercised within the last three years

  - The developed Emergency Operations / Action Plan has been reviewed and exercised in the last three years (evacuation drills conducted, etc. as appropriate). Exercises should include all first responders (i.e. Fire, Law Enforcement, EMS, etc.) and Municipal or County Emergency Management Agencies.

- 6-4…Evacuation Plan" is current (within two years)

  - Evacuation Plan is current (updated within the last two years prior to StormReady Certification) (if required). It will be considered current if it has been signed by the Chief Executive Officer within a two year period. If plan is not required, then evacuation of employees and customers needs to be addressed in the "All Hazards Emergency Operations/Action Plan" and should address the notification and evacuation of people with disabilities and other special needs.

- 6-5…"Emergency Operations Resource Manual" or equivalent up to date (within two years)

  ➢ Emergency Operations Resource Manual (as appropriate) updated within the last two years prior to StormReady Certification and must list, at a minimum the following categories:

    o Critical Facilities
    o Special Facilities Notification List
    o Critical Personnel Emergency Notification List
    o 24 Hour contact information for Municipal and County Emergency Management Agencies
    o Names of organizations with available resources and quantity
    o Available equipment resource listing
    o Available supplies resource listing
    o Available services resource listing
    o Transportation assets
    o Communication plan for non-English speaking, low literacy, and visually / hearing impaired employees/customers/residents
    o Employees/customers/residents requiring evacuation and/or medical assistance or have other special needs requiring assistance during an emergency

- 6-6…All emergency plans coordinated with first responders and municipal/county Emergency Management Agencies (list):

  ➢ Emergency Plans must be coordinated with: First Responders: Fire, EMS, Law Enforcement, Municipal and County Emergency Management Agencies. Must provide attendance roster and meeting agenda that indicates coordination was conducted.

- 6-7...Business has advised Municipal/County Emergency Management Coordinator (EMC), in writing, of intent to become StormReady.

  ➢ Municipal and County Emergency Management must be informed IN WRITING, of intent of business to become StormReady. Copy of letter should be attached to application.

- 6-8…Safety Manager/Alternate has conducted one visit to the closest NWS within the last two years.

  ➢ One visit to a NWS facility is required by the Safety Manager and/or Alternate prior to Certification, within the last two years. Date should be listed on the application.

- 6-9…NWS and PEMA Area StormReady Board Member have toured the facility before StormReady declaration has been made.

  - ➢ StormReady Applicant Facility toured/inspected by:
    - o NWS
    - o PEMA (or appropriate Western, Central or Eastern Area StormReady board member)
    - o County Emergency Management – optional but encouraged
    - o Municipal Emergency Management – optional but encouraged

- 6-10…Safety Manager and Alternate has conducted a tour of facility with first responders. A tour by the municipal and county EMA are optional.

  - ➢ Safety Manager and Alternate must conduct tour of the facility with First Responders. A tour with municipal and county EMAs is optional but encouraged. Date of tour and list of attendees must be attached to application.

Section 7: <u>FACILITY INFORMATION</u>

- 7-1…Average number of Employees on site at any one time:

  - ➢ If the number varies greatly depending on the work load or season, address this in your number count.

- 7-2…Average number of Customers/Visitors on site at any one time:

  - ➢ If the number varies greatly because of seasonal demands, address this in your number count.

- 7-3…Approximate Size of Facility:

  - ➢ This needs to be measured in square feet/acres.

- 7-4…Number of Permanent Structures on site at Facility.

Section 8: <u>OTHER</u>

- 8-1   List any other Unique requirements (attach any additional documentation as needed)

  - ➢ This area is provided for you to list any unique requirements your business may be under through state or federal laws that may affect your emergency preparedness. Attach any additional documentation to the application. This request for documentation may result from the facility tour conducted by NWS and PEMA (or PEMA representative).